



TEACHER
(HIGH SCHOOL - GENERAL EDUCATION)
(CORRECTIONAL FACILITY)

Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **January through June and July through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY **ADULT INSTITUTIONS:** The required Teacher (High School – General Education) Correctional Facility (CF) scannable application/examination form for this examination is available at the following locations:

- Department of Corrections and Rehabilitations’ Institutional Personnel Offices at each adult institution
- Selection Services Section at 1515 “S” Street, Suite 522-N, Sacramento, CA 95814
- Officer of Peace Officer Selection Testing Centers (2201 Broadway, Sacramento, CA 95818; 2510 South East Avenue, Suite 350, Fresno, CA 93706; 9055 Haven Avenue, Suite 104, Rancho Cucamonga, CA 91730)

Submit the scannable application/examination in a 10” x 13” envelope to the following addresses: Do not separate, duplicate, staple, tear or fold.

DO NOT SUBMIT A RESUME, ANY OTHER APPLICATION FORM OR ATTACH ANY OTHER DOCUMENTS TO THE TEACHER (HIGH SCHOOL - GENERAL EDUCATION) (CF) SCANNABLE APPLICATION/EXAMINATION.

JUVENILE JUSTICE FACILITIES: The required Supplemental Application for Academic Teacher (CF) is available at the following locations:

- Department of Corrections and Rehabilitation, Selection Services Section, 1515 “S” Street, Suite 522-N, Sacramento, CA 95814
- Department of Corrections and Rehabilitations’, at each Division of Juvenile Justice facility Personnel Office
- The State Personnel Board’s website, www.spb.ca.gov and on our website, www.cdcr.ca.gov

By mail with:	or	In person with:
Department of Corrections and Rehabilitation		Department of Corrections and Rehabilitation
Selection Services Section		Selection Services Section
P.O. Box 942883		1515 “S” Street, Room 522-N
Sacramento, CA 94283-0001		Sacramento, CA 95814
(916) 322-2545		(916) 322-2545

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their application.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

TEST DATE The Selection Services Section will notify and test applicants as needs warrant.

SALARY RANGE(S) **As of : February 9, 2006**

Range A:	\$3,574 - \$4,342
Range B:	\$3,738 - \$4,543
Range C:	\$3,918 - \$4,759
Range D:	\$4,102 - \$4,986
Range E:	\$4,297 - \$5,218
Range F:	\$4,503 - \$5,744

Range A: Academic preparation totaling less than a bachelor’s degree

Range B: Possession of a bachelor’s degree

Range C: Possession of a bachelor’s degree plus 12 upper division or graduate units which were not counted toward the degree.

SALARY RANGE(S) (CONTINUED)	<p>Range D: Possession of the bachelor’s degree plus 24 upper division or graduate units which were not counted toward the degree.</p> <p>Prior teaching experience shall not affect the entrance rate under these criteria. No initial appointment shall be made above Range D. The provisions of Government Code Section 19836 may be applied for hiring above minimum in Range D.</p> <p>Hiring Above The Minimum: All correctional institutions may authorize a “Hiring Above the Minimum” (HAM) salary differential. Extraordinary qualification, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a “Hiring Above Minimum” salary differential is applicable.</p> <p>Alternate Range Criteria #11: When an employee who possesses the required teaching credential enters State service in one of the teaching classes, he/she shall be appointed to the first rate of the appropriate range in terms of the following criteria:</p> <p>NOTE: These criteria are not minimum qualifications. The minimum qualifications, including the credential required, are contained in the class specifications. These criteria are to be used only for determining appointment salary or hiring rate based on academic preparation required, or in addition to that necessary to obtain the appropriate credential. The minimum qualifications as set forth in the specification determine eligibility for the class or position.</p> <p>INCENTIVE INCREASES: Teachers receiving less than Range F under the regular pay plan can receive additional increase in pay by completing college semester units approved by his/her department in accordance with departmental policy under the provisions of Department of Personnel Administration (DPA) Rule 599.681. Such an advance shall be known as an “incentive increase.” No employee shall receive more than one incentive increase in any calendar year.</p> <p>A “9/12,” “10/12” or “11/12” pay plan may be available to the employee who elects to be employed under this plan, with the approval of the hiring facility. An employee who elects to be employed under the “9/12,” “10/12” or “11/12” pay plan receives the salary earned during a 9-month, 10-month or 11-month work year in 12 monthly installments. Further information regarding the plan will be available at the time of hire.</p> <p>Recruitment and Retention (R&R) Bonus (as of July 1, 1998)</p> <ul style="list-style-type: none">• \$2400 Annual Geographic Recruitment and Retention Bonus (limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, and Calipatria State Prison) payable thirty (30) days following the completion of every twelve (12) consecutive qualifying pay periods.
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BENEFITS	<ul style="list-style-type: none">• Deferred Compensation Plans (Savings pool, 401k and 457 plans)• \$100 Monthly Bilingual Differential Pay (for those who are eligible)• Thirteen (13) paid holidays• Generous paid vacation/sick leave or annual leave• Jury duty/military/bereavement leave• Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)• Pre-retirement death benefit• Dependent Care Program• Long Term Insurance (CalPERS)• Home Loan Program (CalPERS)• Legal Services• Employee Assistance Program• License or certificate renewal fee reimbursement (Actual Cost)• California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)• Evening and Night Shift Differential Pay• Institutional Work Supervision Pay Differential• 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)• 75% Reimbursement of Public Transit Passes, \$65 maximum per month• Pre-tax parking (where applicable) <p>Note: The compensation listed above may be changed as a result of legislation, revision to the Bargaining Unit 3 Memorandum of Understanding (MOU), or other State action. Should there be a conflict between this document and changes in the requirements of law, State policy, or Bargaining Unit 3 MOU, the latter will control.</p>
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MINIMUM QUALIFICATIONS	<p>License/Credential: All applicants must possess a valid California Teaching Credential issued by the Commission on Teacher Credentialing. Applicants who do not possess the required credential or one of equivalent authorization may take the examinations but must have on file with the Commission on Teacher Credentialing an application for an appropriate credential. At the time of application for the examination, applicants must present written verification that the appropriate listed credential or its' equivalent is being processed or will be authorized. No appointments will be made to permanent positions with an Emergency Credential. After issuance, the credential is the responsibility of the holder and must be maintained by completion of any Commission on Teacher Credentialing requirements.</p> <p>Possession of a:</p> <ol style="list-style-type: none">1. Single Subject Credential or a Multiple Subject Credential; <u>or</u>2. Standard Secondary Credential with a major or minor in an academic subject area; <u>or</u>3. General Secondary Credential <p>Applicants must submit copies of their Teacher Credential(s) and valid license at the time of application.</p> <p>Special Requirements: Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates/youthful offenders; demonstrate teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.</p>
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MINIMUM
QUALIFICATIONS
(CONTINUED)

Special Physical Characteristics: Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.

Juvenile Justice Facilities, Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation’s Juvenile Justice’s Education Services Branch shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, **“No person who has been convicted of a violent or serious felony shall be employed by a school district.”**

EXAMINATION
PLAN

INTERVIEWS WILL NOT BE HELD. This examination will consist of a scannable application/examination or a supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the scannable application/examination or the supplemental application.

The scannable application/examination and the supplemental application is designed to elicit a range of specific information regarding each candidate’s knowledge, skills, abilities, experience and potential to effectively perform the duties relative to the classification.

SUBMISSION OF THE SCANNABLE APPLICATION/EXAMINATION OR THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed scannable application/examination or the supplemental application will be eliminated from this examination.

Scannable Application/Examination or Supplemental Application -- Weighted 100%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands each candidate’s:

A. Knowledge of: (With particular reference to High School - General Education)

1. Principles and methods of teaching
2. Principles of educational psychology as applied to their teaching
3. Current trends in educational methods
4. Remedial teaching techniques and adapting instruction to student deficiencies
5. Emotional problems of students at State correctional facilities

B. Ability to:

1. Provide leadership and motivation to inmates/youthful offenders
2. Teach and supervise inmates/youthful offenders
3. Work effectively with other disciplines
4. Gain the interest, respect, and cooperation of students
5. Develop socially acceptable attitudes in students
6. Communicate effectively
7. Analyze situations accurately and take effective action
8. In some positions speak fluently one or more variations of a specified second language in addition to English

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **24** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Teacher (High School - General Education) (Correctional Facility) helps persons committed to State correctional facilities in the Department of Corrections and Rehabilitation (formerly the Department of Corrections or the Department of the Youth Authority) prepare to become productive and contributing members of society by training them in academic subjects and by helping them to develop socially acceptable attitudes and interests. The incumbents give both individual and group instruction, conducts assessment and testing, and in many instances, participates as a member of an interdisciplinary treatment team; is responsible for supervising the conduct of the students while in the classroom and may be called upon to assume general custody responsibilities in time of emergency.

The Department stipulates that Teachers play an important role in the total education, treatment and training process, as well as in teaching the skills which will enable the individual to seek occupational opportunities. The teachers' tasks include: planning, assigning, and supervising work; maintaining control and discipline in the classroom; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program; working with students and helping them set and meet educational needs and goals; participating in program evaluation; participating in extracurricular programs; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching for contraband, weapons or illegal drugs. Teachers may be assigned to work temporarily, in accordance with bargaining unit contract and Department of Personnel Administration regulations, in specialties other than those for which they were hired. In addition, they may work with treatment teams that combine the services of personnel in the custody, academic, vocational, psychiatric, and casework areas. Teachers have an important role of providing information of an educational nature which can help other members of the team to better determine each student's treatment needs. In new and developing programs, teachers will participate in the development and continuing revision of curriculum; and does other related duties.

Position(s) are located in adult institution(s) and juvenile facilities statewide with the California Department of Corrections and Rehabilitation.

VETERANS POINTS/ CAREER CREDITS	Veteran’s Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran’s Preference Points. Career credits will not be granted in this examination.
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GENERAL INFORMATION

Applications are available where listed above in “How to Apply.”

Veteran’s Preference: California law allows the granting of Veteran’s Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veteran’s Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS